

Approved For Release 2002/05/07 : CIA-RDP84-00313R000100230029-5  
ATTENTION: CIVIL SERVICE COMMISSION  
Bureau of Departmental Operations  
Incentive Awards Office  
Washington 25, D. C.

24 OCT 1960

October 12, 1960  
DIA:BNF:noj

To: Department and Agency Incentive Awards Administrators  
From: John D. Roth, Director, Federal Incentive Awards Program  
Subject: FIRST ANNUAL FEDERAL WOMAN'S AWARD

Recognizing the significant contribution women are making to the career Federal service, and the absence of special recognition programs directed specifically to them, a group of outstanding community leaders and top level Federal officials have formed a Board of Trustees to establish an award especially for women. This award will be known as the Federal Woman's Award.

We are pleased to forward to you announcement leaflets from the Board of Trustees describing the first such annual award. This new award provides you with an opportunity to invite special recognition for the outstanding achievements of women in your organization.

I know you are interested in assuring that any potential nominees in your agency are given consideration.

Attachment

DEPARTMENT OF THE NAVY  
OFFICE OF INDUSTRIAL RELATIONS  
WASHINGTON 25, D. C.1 NOV 1960  
STATINTLIN REPLY REFER TO  
OIR 12454  
OIR 238:em  
20 Oct 1960OIR NOTICE 12454*Info only*

From: Chief of Industrial Relations  
To: All naval activities employing civilians

Subj: Announcement of Federal Woman's Awards Program

1. Purpose. The purpose of this Notice is to invite nominations for the subject awards, which will be granted for the first time in February 1961.

2. Background. The Board of Trustees for the Federal Woman's Award, chaired by the Honorable Barbara Bates Gunderson, Commissioner, U. S. Civil Service Commission, has announced the establishment of an annual award to be known as the Federal Woman's Award. This award is designed to provide special recognition to women who have made outstanding contributions to the efficiency and quality of the career service of the Federal Government; to encourage high standards of performance on the part of other women in Government; and to dramatize and make more widely known to the public the wide variety and satisfaction of careers for women in the Federal Government. Not more than six of these awards will be granted annually.

3. Eligibility. Any woman in the Federal Government with not less than three years of continuous, full-time service in the competitive or excepted service, and who has attained a position equivalent to grade GS-9, or above, is eligible to be nominated for the Federal Woman's Award.

4. Criteria. Final selections for the subject awards may be based upon achievements having an important effect on a major government program, or upon specific outstanding accomplishments which have made, or are making an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Selection will also be dependent upon sustained individual performance which has demonstrated a high degree of personal integrity, honesty, sound judgment, and quality of leadership.

5. Nominations. An original and six copies of each nomination shall be submitted to the Navy Incentive Awards Board, and will include the following:

a. Name, grade, organizational title and location of the nominee.

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- b. A summary, of not more than one page, of the nominee's achievements.
- c. Highlights of work experience.
- d. Education and degrees.
- e. Honors and awards, inclusive of those granted by the Department of the Navy.
- f. A detailed statement of the basis for the nomination.

Field activities and management bureaus and offices initiating and/or screening nominations for the Award will be guided by the above requirements. Field activities will submit nominations to the Chief of Industrial Relations, Navy Department, Washington 25, D. C., via the appropriate management bureau or office in time to reach the bureau or office not later than 14 November 1960. Management bureaus and offices will screen nominations received from field activities, along with nominations which have originated at the departmental level, and submit selected nominations to the Chief of Industrial Relations for action by the Navy Incentive Awards Board. These nominations, endorsed by the chief or deputy chief of the bureau or office concerned, must be received by the Office of Industrial Relations not later than 21 November 1960.

6. Cancellation. This Notice is canceled on 30 November 1960.



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